



## APPLICATION AND AGREEMENT ADDENDUM for Sponsoring Organizations of Day Care Homes

**Information:** Beginning October 1, 2004, the renewal Application and Agreement (DOH-3705) that are in effect for day care homes will be granted continuous approval to participate in CACFP. This means that, except under certain circumstances, the renewal forms will not expire. This addendum must be completed and returned to CACFP to continue program eligibility.

\_\_\_\_\_ assures the New York State  
Name of Sponsoring Organization

Department of Health, Division of Nutrition, Child and Adult Care Food Program that the day care home provider listed below is a valid day care home provider in CACFP. This addendum gives continuing eligibility for CACFP participation as long as the day care home provider has a valid day care registration/license, is in the process of obtaining or renewing the registration/license, or is an enrolled, legally exempt provider. All terms and conditions contained in the Application and Agreement (DOH-3705) that are in effect at the time of signature will remain in effect until the day care home provider's participation is terminated by either the provider or the sponsoring organization for one or more of the following reasons:

- the provider moves the day care home to a new location
- the provider transfers the CACFP participation to another sponsoring organization
- the provider closes the day care home
- the provider is terminated for cause
- termination by the provider or sponsor for convenience
- the provider is reactivating after not participating for six months or more

The provider agrees to immediately contact the sponsor whenever there is a change in the day care home operations that may affect CACFP participation, such as:

- a change in the days or hours of operation
- a change in the meals served or times of meal services
- a change in the enrollment of children
- a change in provider's authorized capacity
- a change in the provider's name
- a change in household income or composition
- any other changes, as specified by the sponsor

Indicate the current Application and Agreement form approval dates: \_\_\_\_\_ to \_\_\_\_\_

This form allows for the continuous approval from the signature dates on this form.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Day Care Homes Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**For State Use Only:** Approved: [ ] Yes [ ] No Initials: \_\_\_\_\_ Date: \_\_\_\_\_